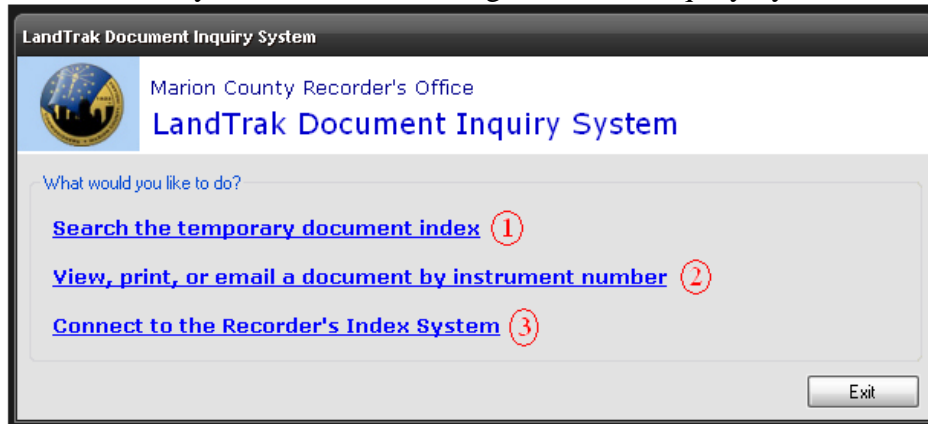


Marion County Recorder Guide to Public Inquiry

Here is the first screen you will see when using our Public Inquiry Systems:



At this screen you can go into the menus of:

1. Searching the temporary document index
2. View, print, or email a document that you have an instrument number for
3. Connect to the Recorder's Index System

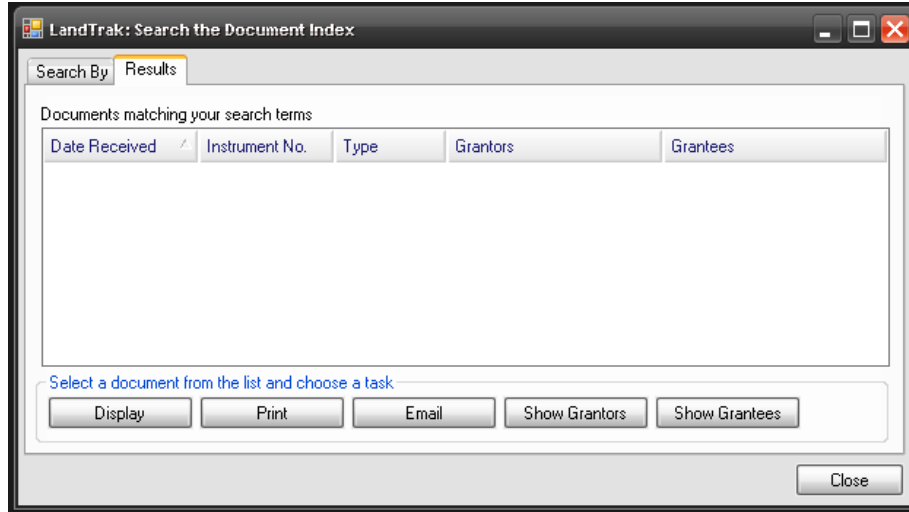
Here is what the **Search the Document Index** menu looks like:

The screenshot shows a window titled "LandTrak: Search the Document Index". It has two tabs: "Search By" (active) and "Results". Under the "Search By" tab, there are several input fields: "Date received:" (labeled with a red circled 1), "Recording number:" with a range separator "--", "Document type:" with a dropdown menu currently set to "(All)", "Grantor name:", and "Grantee name:". At the bottom right is a "Search" button with a magnifying glass icon. A "Close" button is at the very bottom right.

At this screen you can search documents by:

- The date the document was received
- The instrument number of the document
- The document type
- The Grantor name
- The Grantee name

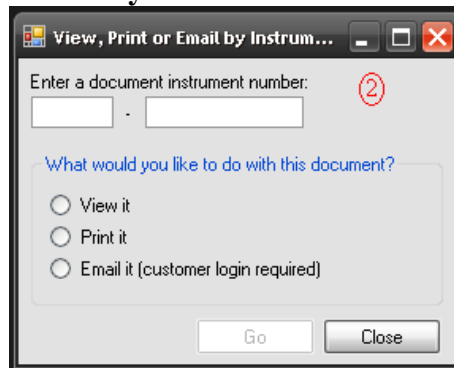
This is what the Results screen will look like after a search in the Search the Document Index screen:



From the results, you can:

- Display
- Print
- Email
- Show Grantors
- Show Grantees

Here is the **View, Print, or Email by Instrument Number** screen:



From this screen you can:

- View a document by instrument number (Do NOT print from this screen)
- Print a document by instrument number (Insert your name to retrieve)
- Save > Not an option available at these Public Inquiry stations!!!
- Email a document by instrument number (You will need a LOGIN from an account you currently have with the Marion County Recorder's Office)

Here is the Marion County Recorders Index System screen:

Marion County Recorders Index System

TPX 5.0

For Assistance: Call 327-3075 (or LOGOFF)

Userid: W234REF3

Password:

New Password:

Transfer:

14:07:28
11/21/07
W234REF3
3278-2
I SASMRT

PF1=Help PF3=Logoff

Connected to mainframe

At this screen you must enter the **BLUE** sequence to the right (W234REF3 in the case, but *it will be different on your station*) into the **Userid:** field and press the **ENTER** key.

If successful, you will reach the Recorder's Index System Document Inquiry Menu

Marion County Recorders Index System

RECORDERS' INDEX SYSTEM
DOCUMENT INQUIRY MENU

ENTER ANY ONE OF THE FOLLOWING (LEAVE CURSOR AT LINE OF DATA TO BE USED):

(1) LAST NAME: FIRST NAME: GEN:

(2) BUSINESS NAME:

(3) STREET: SUF: DIR: NO: APT/UNIT:
CITY: STATE: ZIP:

(4) PLAT: BLOCK/BLDG: LOT/UNIT:

(5) LEGAL: SEC: TWP: RANGE: (SM) Q/H (LG) Q/H

(6) INSTRUMENT NUMBER: (pf2/5/20/24 ONLY)

(7) BOOK: PAGE: (EXACT INQUIRY ONLY)

(8) DOCUMENT TYPE CODE: RECORDING YEAR: (EXACT INQUIRY ONLY)

(9) UCC DOCUMENT TYPE: RECORDING YEAR: (EXACT INQUIRY ONLY)

pf4=general inquiry pf5=exact inquiry

pf1=help pf3="clarify" pf11=refresh

pf2=display instrument pf24=print/fax instrument

pf12=view document types/street suffix abbreviations/instrument categories

trans: IDEA - rcdx1201 date: 11/21/07 time: 14:18:07 user: RGC term: B326


Connected to mainframe

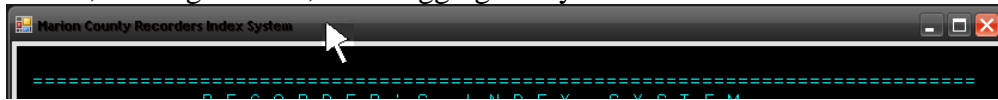
Here are some instructions for searching:

- If searching by NAME, go to Line (1) and type in the **LAST NAME** then hit the **TAB** key. Then enter the **FIRST NAME**, and then hit the **F4** key.


- If searching for a BUSINESS, go to Line (2) and type in the **BUSINESS NAME**, then hit the **F4** key.
- If searching by an INSTRUMENT NUMBER, go to Line (6), and type in the **INSTRUMENT NUMBER**. Then hit the **F5** key for exact inquiry OR the **F2** key to display.

Important FAQs/Facts for searching:

- You must have the CURSOR on the line/field you are inquiring in to perform a search with the **F4** or **F5** keys or if you are displaying the image with the **F2** key.
- When inserting numbers for a selection, put the number 0 before inserting single digit numbers.
- Subdivision names are searched using the **PLAT** search on Line (4).
- Be sure to know the instrument number of the document you have, or remember it once you discover it.
- Lines (1) through Line (4) are searched using the **F4** key.
- Lines (5) through Line (9) are searched using the **F5** key.
- You can adjust the size of the windows by moving the mouse arrow near the edge of the window until it appears as a double headed arrow . You can move the window by clicking on the title bar with your mouse arrow using the left mouse button, holding it down, and dragging it to your desired location.



Other keys that are used include:

- The **F9** key will take you to the Main Menu.
- The **F10** key will take you to the prior screen.
- The **F8** key will take you a page forward in searches.
- The **F7** key will take you a page backward in searches.
- The **F2** key will display an image.
- When displaying an image, the **F5** key displays the next page.
- When displaying an image, the **F4** key displays the previous page.
- At the Main Menu, the **F11** key will clear all of the information on the screen.
- To close a window, you can either click the  x button or press combo **Alt+F4** keys.
- If the program seems locked, hitting the **CTRL** key may help unlock the screen.

PLEASE DO NOT CLOSE THE RECORDER INDEX SYSTEM DOCUMENT INQUIRY WINDOW.

PLEASE CLEAR THE SCREEN USING THE F11 KEY AT THE MAIN MENU. IF YOU ARE NOT AT THE MAIN MENU, USE THE F9 KEY WHEN FINISHED TO RETURN THERE FOR FUTURE SEARCHING.

➤ IF YOU REQUIRE FURTHER ASSISTANCE PLEASE CONTACT A REPRESENTATIVE FROM THE RECORDS DEPARTMENT.